



## ADD | DROP | WITHDRAW REQUEST FORM

The **deadline to add a course** is the first business day of week two of the academic semester. The **deadline to drop a course** is the first business day of week four of the academic semester. The **deadline to withdraw from a course** is the last day of class during the academic semester.

Semester: \_\_\_\_\_

Course 1 \_\_\_\_\_

DROP     ADD     W/D

Professor Signature \_\_\_\_\_

Course 2 \_\_\_\_\_

DROP     ADD     W/D

Professor Signature \_\_\_\_\_

Course 3 \_\_\_\_\_

DROP     ADD     W/D

Professor Signature \_\_\_\_\_

Course 4 \_\_\_\_\_

DROP     ADD     W/D

Professor Signature \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_



## INFORMATION ABOUT ADD, DROP, AND WITHDRAWAL OF COURSES

To add or drop a course prior to the appropriate deadlines, a student must formally submit an Add/Drop request to the Registrar with his/her advisor's signature. The professor of the course in question must also sign off on the Add/Drop form.

**Add a course deadline:** The first business day of week two of the academic semester.

**Drop a course deadline:** The first business day of week four of the academic semester.

**Withdraw from a course deadline:** The last day of class during the academic semester.

Courses may be dropped and fees refunded before the Drop deadline without transcript notation. After the deadline, drops are not allowed unless circumstances occur that were not present prior to the drop deadline, are beyond the control of the student, and prevent class attendance and/or completion of class assignments. If a student seeks to drop a class after the drop deadline, an appeal must be made to the Dean of Academics and will be approved only in rare circumstances.

On rare occasions, a student may withdraw from a course after the Drop deadline, but prior to the Withdrawal deadline, by seeking the approval of the student's Advisor and the professor of the class in question. A withdrawal during this period will be noted on the student's transcript as WP or WF but will not affect the student's grade point average. During this time, fees will not be refunded for withdrawals. Students may not withdraw from courses after the Withdrawal deadline.

A student who drops a class before the Drop deadline may be refunded his/her tuition according to the Tuition Refund Schedule laid out in the refund policy (located in the Tuition & Cost section of the Academic Catalog). Students who withdraw from a class after the Drop deadline are not entitled to refunds of tuition or fees.

